

~~CONFIDENTIAL~~

21 May 1957

MEMORANDUM FOR: Chief, Intelligence School

25X1

SUBJECT : Weekly Activities Report #21  
14 - 21 May 1957

25X1

25X1

25X1

1. Basic Supervision: BS #31, senior presentation of the Supervision Course for GS 12-14, was completed on 17 May. Of the [ ] members, [ ] were from DDP, [ ] from DDS, and [ ] from DDI. The final session of this group was held in the Director's Conference Room with Mr. Kirkpatrick the chief contributor. Three committee reports from the class on current problems in the Agency were given and Mr. Kirkpatrick addressed himself to these points. Mr. Baird and Mr. Gordon Stewart also spoke to this group earlier in the course.

25X1

On Friday afternoon, 17 May, [ ] attended one of the training sessions being conducted by the Management Staff. This one was on the subject of Work Measurement, and the speaker was Mr. Timoshenkel of Veterans Administration.

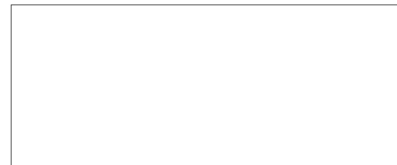
2. Special Course for Records Integration Night Supervisors: Miss [ ] is now working on the material for the RI special course for shift supervisors. Next week she will spend one evening visiting the area and talking with the people involved.

25X1

3. Basic Supervision #32: BS #32 for GS 9-11 is oversubscribed and will be run from 3-14 June.

25X1

4. Basic Management: [ ] conducted his first class session in Basic Management on Friday, 17 May.



25X1

~~CONFIDENTIAL~~